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Help!!
AEO

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 13 OCTOBER 1986

1. Status of Tasks Assigned by Senior Management:

25X1

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a. Renovations in 7E29 Headquarters for the ADDO, [redacted] completed on 10 October 1986, as scheduled. We were advised that as of 14 October, OIT has not completed the installation of telephones although they are well aware of the priority nature of this request.

(5)

Yes

25X1

has a
reference
Judy calling
back.

* c. The 6 October 1986 briefing for the DDI has been rescheduled for 20 October due to a family emergency of the primary briefer.

yes see
back for
rewrite

2. Major Events That Have Occurred During the Preceding Week:

in support
of what?

a. During the week of 6 October through 13 October, the Motor Pool Vehicle Passenger Section was tasked with transporting 870 passengers. (~~special and pool runs~~). The special tasks of passenger movement were from the DDA with 18 assignments, two from the DDI, 10 from the DDS&T and 20 from the DDO. All deadlines were met without problems.

NO
FMD
calling
back

b. The Passenger Vehicle Section of the Motor Pool transported 380 passengers on 8 October 1986. These were all special runs over and above the daily Pool runs. The Passenger Vehicle Section used two chartered buses from American Coast Lines and two dispatchers driving sedans and mini-buses to complete these tasks.

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Upcoming Events:

On 20 October, Facilities Management Division will brief the DDI and the Director of OIA on the assignment of backfill space in the Old Headquarters Building.

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Washington D.C.

25X1

* *OL report that*
 e. A newly-restored gallery of framed photographs ~~and signed comments of Presidents under which the Agency served, new~~ *has* ~~hangs in the 1F corridor, Headquarters Building. New glass, custom-cut mats, and some photograph replacements and signature card copies were arranged by the Interior Design Staff.~~ *is now on display* (W)

25X1
25X1*whos management staff?*

FMD / f. On 8 October 1986, members of FMD/Services and the Management Staff participated in a tour of the New Headquarters Building. The primary purpose of the tour was to inspect areas to be utilized by FMD/Services personnel for receiving operations, storage, trash disposal and general building support.

No

g. On 9 October 1986, members of FMD/Services and the Management Staff were provided a tour and briefing of NPIC by NPIC/Logistics. The visit afforded an opportunity to receive information on the upgraded logistics functions managed by the Branch and included receiving operations, storage, building supply and services and the management of the Allied Support contract.

25X1

No

h. The Classified Waste Disposal Unit transported 6,400 pounds of burn waste to Andrews Air Force Base on 8 October for destruction in their incinerator.

No

i. The Office of Training and Education requested an internal move on 7 October involving 13 four-drawer safes, 11 desks, 23 chairs, six credenzas, 16 bookcases, and 30 boxes from Room 1036 to 516, Chamber of Commerce. A total of 24 staff and 56 E. I. Kane manhours were expended.

No

j. On 8 October, a move was accomplished for CPAS from Room GH25 to GH12. Fifteen map cases, 12 light tables, 9 L-units, 5 tables and 10 files were moved utilizing 26 staff and 68 E. I. Kane manhours.

No

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25X1 No k. On 10 October 1986, OD&E requested relocation of 46 safes, 10 desks, four tables, and six bookcases between Rooms 2S30 and 3S28 [redacted] This move expended 23 staff and 32 E. I. Kane manhours.

No l. On 8 October at approximately 0820, while Allied's electricians were taking the daily meter readings on the UPS systems, the number four module of the Teledyne 60Hz system went down. True Power was notified and they immediately began to check the system to make repairs. They could not find an apparent cause for the malfunction, the module was reset and placed back on line at 1005. This outage did not affect any office as it was related strictly to the UPS system.

No m. The number two module of the Exide 60Hz system located in GE2803 also went down on 8 October at approximately 1945 hours. True Power was called in, the module repaired and brought back on line at 0900 on 9 October. The failure was caused by two shorted SCR's and a blown fuse. This system supports the Safe Center and they were kept informed of the situation. Again on 8 October at 2055, a contractor installing conduit in a stairwell accidentally hit the sprinkler system flow switch of the 1A10 computer room. This caused the fire alarm system to indicate flow and tripped the main circuit breaker of the air handler units. The computers overheated and shut themselves down. The computers were back on line at 2200. [redacted]

No n. The scheduled power outage in the Printing and Photography Building that was held on 11 October was accomplished with no problems. The purpose of the outage was to have the GSA contractor perform work on the new 480 volt switchgear and to reinstall the domestic hot water duct coil which was removed on 20 September for repairs. [redacted]

25X1 * o. *OL reports that* The team leader of the Allied Quick Reaction Field Support Team arrived [redacted] last week. He has surveyed the scope of work and identified additional materials required to perform the work. Three additional team members departed Washington on Sunday morning, 12 October and arrived [redacted] on Monday, 13 October. A tentative schedule of four weeks has been programmed for this tasking. [redacted]

25X1 3. Upcoming Events:

No a. On 14 October, design engineers from Smith, Hinchman and Grylls, Associates, Inc., will brief Operations, FMD, and Allied personnel on the design criteria for the current Powerhouse upgrade. [redacted]

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25X1 *No*
b. The Deputy Chief of FMD will meet with employees of the Mail and Courier Branch on Thursday, 15 October. The purpose of this meeting is to discuss career opportunities within the Office of Logistics. The meeting will be open to all Branch employees. Those individuals having less than two years of onboard service as being strongly encouraged to attend. [redacted]

4. Management Activities and Concerns:

25X10
a. The major emphasis this past week has centered around planning. Two days were devoted to the OL Planning Conference, and the remainder of the week involved development of an organizational structure which will facilitate three major activities in the coming year; backfill, Integrated Logistics Supply Plan (ILSP), and cafeteria expansion.

b. The major emphasis in the forthcoming week will involve relocation of the Design Branch and its integration into the Engineering Branch, and the preparation of briefings on proposed occupants [redacted]

[redacted] Chief
Facilities Management Division, OL

*These will not
items will not
normally be
reported and
ok!*